



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Human Services Specialist – Part-Time – 25 Hours Week

The City of Falls Church, VA is recruiting for a part-time Human Services Specialist to coordinate and implement human services programs and support groups for targeted populations, including senior citizens. Work is performed under the general supervision of the Senior Human Services Specialist.

RESPONSIBILITIES:

- Determines needs and assists and links citizens with appropriate services
- Provides brief counseling and crisis intervention in a variety of community services and needs
- Provides direct client services to citizens
- Develops and implements human services programs
- Provides limited case management services
- Performs community outreach
- Maintains records and files
- Performs other tasks as assigned

REQUIREMENTS:

- Experience in direct client service, case management and community outreach
- Experience in developing and implementing human services programs
- Life-skills training, including financial counseling, or willingness to complete training
- Demonstrated effective oral and written communication skills
- Satisfactory pre-employment physical, drug screen, and background check
- Proficiency in Microsoft Word and Excel

SPECIAL REQUIREMENTS: Graduation from an accredited college or university with major course work in social work, counseling, gerontology, psychology or related field and knowledge.

SALARY AND BENEFITS: \$23,919 - \$25,545 annually, depending on qualifications, plus excellent prorated benefits package. See www.fallschurchva.gov for additional information.

HOURS: Monday – Friday between the hours of 8:30 a.m. - 5 p.m. Specific work hours to be set and mutually agreed upon between the supervisor and individual selected for the position. Occasional evenings and weekends may be required for outreach activities or special presentations at City meetings.

TO APPLY: Send resume to City of Falls Church, HR Division, 300 Park Ave, Falls Church, VA 22046 or hr@fallschurchva.gov.

REASONABLE ACCOMMODATION: During the selection process, applicants with disabilities may request reasonable accommodation. Reasonable accommodation will be granted if mutually agreeable between the Human Resources Division and hiring authority. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate in employment or the provision of services on the basis of race, color, national origin, gender, religion, age or disability.

All City facilities are smoke free

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Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001

www.fallschurchva.gov